

# BUDGET LETTER

SUBJECT: INITIAL SCHEDULE 10RS (SUPPLEMENTARY SCHEDULES OF REVENUES AND TRANSFERS)	NUMBER: 03-34
REFERENCES:	DATE ISSUED: September 10, 2003
	SUPERSEDES: BL 02-26

TO: Departmental Budget Officers  
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

**NOTE: Departmental Budget Officers will receive a hard copy of this Budget Letter (BL) with Schedule 10Rs attached.**

The Schedule 10Rs (Supplementary Schedules of Revenues and Transfers) are provided to departments to report General Fund and Special Fund revenue and transfer data for the preparation of the Governor's Budget and other special budget processes. Data for the past and current years are pre-posted on the Schedule 10Rs based on the latest information in the Department of Finance (Finance) Revenue System.

**Departments must ensure that revenue changes due to enacted legislation are reflected in the Schedule 10R information they submit to Finance Budget Analysts. Departments must review, update, and submit Schedule 10Rs to their Finance Budget Analyst by September 24, 2003. Finance Budget Analysts must submit the Schedule 10Rs to Financial Operations by October 8, 2003.**

Use the following special reminders in completing the Schedule 10Rs:

## A. Rounding

Round all revenue and transfer amounts to thousands on the Schedule 10Rs.

## B. Data for the Past Year (2002-03)

1. Post year-end data from departmental records onto the Schedule 10R. CALSTARS agencies will use the automated CSTARQ26 - Year End Statement of Revenue report to post to the Schedule 10R.
2. Revenue data, excluding transfers and loans, should agree with the Final Statement of Revenue, Year-End Statement No. 4. **Attach an explanation for any differences due to timing or other factors.**
3. Finance will reconcile General Fund revenue data from the Schedule 10Rs with revenue data reported by the State Controller's Office (SCO). If adjustments are necessary to reconcile amounts reported to Finance with amounts reported to the SCO, you may be asked to submit a revised Schedule 10R.

### C. Nongovernmental Cost Funds

1. On Schedule 10Rs for nongovernmental cost funds, post **only** the following: (1) transfers to the General Fund, or (2) loans to/from the General Fund or special funds.
2. Do not post revenues on the Schedule 10Rs for nongovernmental cost funds.

### D. Loans

1. All Loans between State funds will be treated as revenue transfers and shown on the Schedule 10R.
2. The loan authority (i.e., Budget Act Item, provisional language, special legislation, etc.) for loans must be cited on the Schedule 10R for both the fund providing the loan and the fund receiving the loan.
3. The Schedule 10R authority cited must begin with the word “loan” to indicate that the amount is a loan rather than a transfer.
4. Report interest revenue attributable to loans in the revenue section of the Schedule 10R; this revenue is classified in the Uniform Codes Manual (UCM) as Interest Income from Interfund Loans, Revenue Code 1505.
5. Do not report interest expense on loans on the Schedule 10R; this cost is an expenditure classified in the UCM as Interest, Object Code 441602, which must be included in planning estimates and Schedule 10s.
6. Finance analysts must coordinate with other appropriate analysts if loans affect funds in other budgets.

### E. Revenue Updates/Significant Changes

Additional Schedule 10R updates will be requested on an interim basis independent of the processing of budgets. Finance uses these updates to assess the status of current and budget year revenues as well as to review appropriations relative to the State Appropriations Limit and Proposition 98.

**For significant changes to revenues or changes that are not consistent with previous years, departments must annotate the policy decision or other circumstance that led to the changed revenue estimate, either on the Schedule 10R, or on an attachment (if multiple causes). Departments are reminded that Finance approval is required for policy related changes to revenue assumptions.**

If you have any questions regarding Schedule 10Rs, please call your Finance budget analyst or Sue Montoya, Financial Operations, at (916) 322-5540 (CNET 492-5540).

/s/ Greg Rogers  
for

Veronica Chung-Ng  
Program Budget Manager

#### Upcoming Budget Letters

- Past, Current, and Budget Year Schedule 10s
- Employee Compensation Adjustments
- 2004-05 General Admin costs (Pro Rata and SWCAP)